

**DATE:** April 9, 2003

**TO:** Local Agency Formation Commission

**FROM:** Dana M. Smith, Executive Officer

**SUBJECT:** Information re CALAFCO Annual Conference 2003

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**DANA M. SMITH**  
EXECUTIVE OFFICER

CALAFCO has scheduled their 2003 annual conference for Wednesday, September 24 through Friday, September 26, 2003 at the Crowne Plaza Hotel in San Francisco's Union Square. An informational brochure is attached for your reference.

Conference-discounted room rates are \$159/night, and the Crowne Plaza agreed to extend the rate from Sunday, September 20<sup>th</sup> through Sunday, September 28<sup>th</sup> for anyone who wishes to make a vacation out of the trip.

CALAFCO recommends that we make our hotel reservations early to ensure availability, as this will likely be a popular venue and sell out fast. Please contact Danielle Ball at (714) 834-6212 or by email to coordinate your reservations at your earliest convenience.

Attachment